



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

RELEASED

Date/Initial: 5/16/25
DepEd, Division of Pagadian City

May 16, 2025

DIVISION MEMORANDUM

No. 119, s. 2025

RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE

To : Assistant Schools Division Superintendent
All Concerned
This Division

1. In compliance with the Implementing Rules and Regulations of RA 9184, this Office reconstitutes the composition of the Division Bids and Awards Committee (BAC), to wit:

DESIGNATION	NAME	POSITION
BAC Chairman	Judith V. Romaguera, CESO VI	Assistant Schools Division Superintendent
BAC Vice – Chairman	Ma. Madelene P. Mituda	Chief, SGOD
BAC Regular Member	Atty. Therese Angelie M. Camache	Legal Officer
BAC Regular Member	Raquel Rallos Yap	Public Schools District Supervisor
BAC Regular Member	Ivy J. Estadilla	Administrative Officer V
PROVISIONAL MEMBERS		
Goods (CSE & Non-CSE)	Suzette C. Sarausa	Supply Officer
	Joel Baterna	Information Technology Officer
Infrastructure	Engr. Alejandro N. Samonte, Jr.	Engineer III
General Support Services	Respective Proponent/Program Owner	

2. BAC members shall have the following functions:

- Advertise and/or the post invitation to bid/request for expression of interest;
- Conduct Pre- Procurement and Pre- Bid Conferences;
- Determine the eligibility of prospective bidders;
- Receive and open bids;
- Conduct the evaluation of bids;
- Undertake post-qualification proceedings of sanction;
- Resolve request for reconsideration;
- Recommend award of contract to the HOPE or his duly authorized representative;
- Recommend imposition of sanctions in accordance with the Rule XXII;



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- j. Recommend to the HOPE the use of Alternative Method of Procurement as Provided in Rule XIV;
 - k. Conduct of any Alternative Method of Procurement;
 - l. Conduct periodic assessments of the procurement processes and procedures to streamline procurement activities pursuant to Section 30 of the IRR; and
 - m. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from the pool of technical, financial, and/or legal experts of the Division.
3. The TWG shall assist the BAC in the procurement process particularly, in the eligibility assessment, screening and evaluation of bids, and post-qualification. The TWG shall be composed of the following personnel:

DESIGNATION	NAME	POSITION
Chairperson for Infrastructure	Engr. Alejandro N. Samonte, Jr.	Engineer III
Chairperson for Goods & Services	Emie T. Aruelo	Public Schools District Supervisor
Members	Jezreel Lopez	Administrative Officer IV
	End User/s and Program Owner/s	

4. The BAC Secretariat shall also be reconstituted as follows:

DESIGNATION	NAME	POSITION
Chairperson	Honey Sahara Aleman	Senior Education Program Specialist
Regular Members	Emily A. Abdon	ADAS II
	Dyan Angel R. Salabit	ADAS II
	Jielin L. Salupado	ADAS III
	Norjin Mae Alonzo	ADAS III (M&E In-charge)
	Emelyn A. Abejuela	
	Marlon E. Caduyac	Designated Division ICTO (Systems developer)

5. The BAC Secretariat shall perform the following functions:
- a. Act as a central channel of communication for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public;
 - b. Provide administrative support to the BAC and the TWG;
 - c. Organize and make all necessary arrangements for the BAC and the TWG meetings and conferences;
 - d. Take custody of procurement documents and other records and ensure that all procurements undertaken by the PE are properly documented;
 - e. Assist the BAC during pre-procurement conferences, pre-bid conferences, bid openings, and evaluations,
 - f. Facilitate the signing of contracts/ PO for competitive bidding;
 - g. Assist the managing of the procurement processes;
 - h. Update the system (local/RO/CO) for monitoring of procurement activities for proper and regular/monthly reporting;



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- i. Consolidate PPMPs from various units of the PE to make them available for review as indicated in Section 7 of the IRR, and prepare the APP;
- j. Develop electronic systems/networks to improve the generation of results/documents;
- k. Provide invitation to observers which may include personnel from the Commission on Audit (COA), Philippine Institute of Civil Engineers (PICE), and/or Philippine Chamber of Commerce (PCC) whichever is applicable;
- l. Perform such other related functions.

6. There shall also be an Inspectorate Team composed of:

DESIGNATION	NAME	POSITION
Chairperson	Sanny Boy L. Asim	Education Program Supervisor
Members	Myrien Glel T. Mier	Accountant III
	Dexter Jones D. Fiel	Education Program Supervisor
	Engr. Jeff Rey C. Labajosa (for Infrastructure projects)	Technical Assistant IV

7. The Inspectorate Team shall execute the following functions:

- a. Inspect delivery goods in accordance with the perfected Purchased Order/ Contract;
- b. Sign the inspection and Acceptance Report form and recommend payment/ nonpayment of the supplier/ contractor; and
- c. Provide a report on any incomplete and/or defective deliveries; and
- d. Monitor the rectification of incomplete and/or defective deliveries.

8. Canvassers shall also be designated to include:

DESIGNATION	NAME	POSITION
Semi-Expendable equipment, office supplies, and other office supplies	Jeofrey Y. Ymalay	Education Program Specialist II
Catering services, seminars, and other similar activities	Abeloima S. Cabahug	ADAS III

9. Canvassers shall be responsible for the following:

- a. Conduct personal/online canvass of goods and services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPs Registration;
- b. Advise suppliers to correctly and legibly fill-up the RFQ; and
- c. Submit at least (3) complete and correctly filled-up RFQs to the Chairperson or in the absence thereof, to the Vice Chairperson.

10. The designation of the above personnel is in addition to their regular duties and responsibilities as per **Section 14.3 of RA 9184 which states that to expedite the procurement process, all committee members shall give utmost priority to BAC assignments over and above all other duties and responsibilities until the requirements of the said assignments at hand are completed. Hence, BAC functions shall be prioritized over other functions during the procurement activities.**



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11. All provisional members of this committee are directed to **perform BAC functions. BAC functions shall therefore be construed as "jury duty" and shall be understood to mean as state by which the members give importance and priority to BAC assignments over all the other duties and responsibilities until the requirements for the said assignments at hand are completed as per Section 38.1 of the RIRR of RA 9184.**
12. Herein designations have a **term of one (1) year** from the date of issuance and are renewable at the discretion of the Head of the Procuring Entity. It carries no additional compensation except, for honoraria allowed by relevant issuances nor, can it be used to become priority candidates for promotion.
13. For information, guidance, dissemination, and strict compliance.

DANNY B. CORDOVA, EdD., CESO V
Schools Division Superintendent

Reference: RA 9184 and its RIRR
To be included in the perpetual index under the following subjects:
BAC